
LAKE-SUMTER STATE COLLEGE
ADMINISTRATIVE PROCEDURE

TITLE: DISABILITY SERVICES

NUMBER: PRO 16

REFERENCE: Rule 4.08

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I. PURPOSE

To provide guidelines for services for students who meet the definition of disability stated in Rule 4.08 (Disability Services).

II. The student is responsible for applying to the College or registering for the non-credit program.

b. The student requesting accommodations due to a disability under his or her own initiative, will schedule an intake appointment with a an OSD representative. This meeting may take place at any LSSC campus. At the time of the intake appointment the OSD representative will:

1. Conduct an intake interview with the student to learn about the student and the disabling condition(s);
2. Provide information regarding documentation requirements necessary to qualify for services through the OSD;
3. Describe services and accommodations offered through the OSD;
4. Provide the student with an application for services through the OSD;
5. Determine if the student is working with other service providers and has appropriate release forms signed for LSSC to contact and obtain information from such providers;
6. Provide information regarding disability law and grievance procedures;
7. Provide the student with the opportunity to register to vote;
8. Refer the student to career/vocational services if necessary.

c. The student will provide current documentation of his or her disability, in writing from a qualified professional, four to six weeks before services are needed. Appropriate clinical documentation should substantiate the disability and present adequate evidence on the functional impact of the disability, to establish a rationale supporting the need for accommodations. Documentation must be on professional letterhead, signed, dated and include a licensure number. Documentation should also include recommendations regarding appropriate and reasonable accommodations and services that could support and assist the student in his or her academic coursework. The OSD will make the final

determination of appropriate and reasonable accommodations to assist the student in developing a service plan. For conditions that are subject to change over time (including health related disorders, learning disabilities and psychological disabilities) the student may be asked to provide updated documentation for his or her file on an ongoing basis for accommodations to be continued.

- d. Reasonable accommodations are arranged from the time that the student completes his or her file with the OSD and no accommodations will be provided retroactively. Though a student can request an accommodation at any time, LSSC requires four to six weeks' notice

equipment that may be required for the implementation of accommodations within their areas of responsibility. Financial support for items beyond "usual and customary supplies," may be requested in writing from the OSD in a reasonable time frame.

- k. Any student recovering from the abuse of alcohol and/or drugs, or who is in a treatment program to assist with his or her recovery, is provided limited protection by the ADA and may be eligible for services and accommodations if the student is not "currently engaged" in the illegal use of drugs and alcohol. Although dependency (h)-1.3 (o)-0.6 .6 (c)-R